

Do's and Don't of Publishing an Instruction, Supplement, Pamphlet, Visual Aid, Checklist and/or Form

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The To Do List

Before You Start Writing

- ☐ Visit the Publishing Management Office before you start writing or revising a publication, we can help.
- ☐ Look at several similar publications on the VEPDL and get familiar with the structure of a publication.
- ☐ Look at the sample documents in this section. Notice the different look to the publication in the 'raw' form.
- ☐ If your publication prescribes a form, timing of the form and publication is important.

Rules for Writing Instructions and Supplements

- ☐ Save as Microsoft Word 6.0 , Times New Roman 12 is the prescribed font.
- ☐ Left justify the entire document, single column only.
- ☐ Use **Bold** or *Italic* text as shown in the sample Instruction, Supplement, Attachment or Pamphlet.
- ☐ Tables and Figures must be generated in Word, Excel, or PowerPoint, be labeled, and have a border.
- ☐ If you use Microsoft Office 97, documents must be saved in a lower version compatible with Windows 95.
- ☐ Pictures or drawings must be in a .tif, .jpg or .bmp format.
- ☐ Refer to **AFI33-360V1, Publications Management Program**, for guidance on writing your document.
- ☐ When revising an existing publication, you must write a **SUMMARY OF REVISIONS**, and indicate the changes with an * asterisk in front of the changed paragraph. Our software automatically changes the asterisk (*) to a bar.
- ☐ If the publication is over 20 pages we can create a Table of Contents if you wish.

- ☐ When referring to a paragraph or attachment within your own publication, capitalize the first letter, i.e. (see **Attachment 2**), (refer to **Paragraph 3**) etc. This helps us identify the words to be hyperlinked.
- ☐ If the publication has a glossary of references, terms, abbreviations and acronyms (or any of those four), they must be listed as Attachment 1. If such a list is not needed, Attachment 1 can contain any other information.
- ☐ When using abbreviations or acronyms, form or publication short titles, the first time

the term appears in your publication, it must be followed by the full name or title, i.e., **AFI 33-360V1, Publications Management Program**, or Office of Primary Responsibility (OPR).

Rules for Publications prescribing Forms

- ☐ Refer to **AFR 33-360V2, The Air Force Publications and Forms Management - Developing and Processing Forms**, for guidance on how to prescribe a form.
- ☐ Forms prescribed must be listed as the last paragraph of the publication (Right before the Commanders signature block).
- ☐ If a form is prescribed or adopted, the following sentence must appear in the purpose statement (The very first paragraph of the publication): "The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 33-360, Volume 1, The Air Force Publications and Forms Management - Developing and Processing Forms, affects this publication."
- ☐ If a form is not available from the Air Force Electronic Transition System (ETS), provide the source, availability of form, and how to order it, for the reader.

NOTE: AFSPC converts your drawing to an electronic form that is compatible with FormFlow.

When The Writing Is Done

- ☐ Visit Publishing Management again, or e-mail us. We can do a preliminary edit of your publication before coordination.
- ☐ Bring you document on floppy disk, or e-mail it to us.
- ☐ Fill in AF Form 673, **Request to Issue Publication**, for an Instruction, Supplement, Pamphlet or Visual Aid. Use DD Form 67, **FormProcessing Action Request**, for a Form. Go to those sections for properly completing these forms, including who to list and involve in the coordination process.

When The Coordination Is Done

- ☐ If changes are indicated by coordinating offices, the OPR is responsible for incorporating those changes and securing final approval from all involved offices.
- ☐ Please **hand carry** the completed AF Forms 673 and/or DD Form 67 and final draft of your document on disk to Publishing Management at Bldg. 6510, room 128.
- ☐ Publishing Management must retain AF 673 (or DD 67) forms with **original signatures**. Without originals, the OPR is responsible for securing the signatures again.
- ☐ Publishing Management will e-mail to the OPR the final draft of the publication before it is tagged (transformed into the final .pdf (Adobe Acrobat) file). Reply promptly with any changes or corrections.

NOTE: The publication will be tagged by Publishing Management unless problems occur. In those cases the publication will be forwarded to AFCA for their expert to convert the publication. In most circumstances - if the OPR has followed the directions above - the publication can be tagged here, and be available in a few days. If the publication has to go to AFCA it can take months before we get the pdf file. In the interim we will post the word format of the publication to the VEPDL.

When The Publication or Supplement Is Tagged

- ❑ Publishing Management will e-mail the tagged publication to the OPR for final review before posting it to the VEPDL.
- ❑ The OPR approves or disapproves the posting of the publication to the VEPDL within 3 days to Publishing Management. If the publication or supplement need to be redone by Publishing Management or AFCA, the OPR must identify the errors to us by e-mail.

The Don't List

What To Avoid

- 💡 Do **not** use a form in the document, simply refer to line or block numbers, as you explain how to fill it in.
- 💡 **NEVER** use page breaks or Section Breaks - not even between Attachments (Our software will place each attachment on a new page).
- 💡 Do **not** use auto-numbering, headers, footers, bullets, tabs or templates.
- 💡 If you do not follow the procedures listed above you may have to rewrite the whole publication!

If in doubt about how to proceed - Call Publishing Management at 6-7892/4